

Date: _____

MEMORANDUM FOR: _____

(Appointing Authority)

FROM: _____

(Personnel Officer)

SUBJECT: **COMPLETION OF SES PROBATIONARY PERIOD**

By signing, you will indicate that the person named below has satisfactorily completed the one-year probationary period required of career appointees in the Senior Executive Service. Either your signature as appointing authority, or at your discretion, the signature of the appropriate supervisor is required if performance is satisfactory.

(Last Name, First Name, Middle Initial)

(Organization)

It is my determination that this individual has successfully completed the one-year probationary period which ended on _____
(Date)

(Signature)

(Date)
(Must be after probationary period
ending date)

(Title)

(Organizational Location)

DISTRIBUTE COPIES TO: Employee Performance Folder (EPF); Employee; Office